

PROFESSIONAL ADVANCEMENT

DATES (Adopted/Revised)	GUIDE WORDS
Adopted August, 1973 Revised June, 1974 Revised July, 1976 Revised November, 1978 Revised August, 1981 Revised August, 1988 Revised December, 1992 Revised December, 1994 Revised August, 1996 Revised June, 2006	Advancement Contract Credit Hours Salary

APPLICATION FOR ADVANCEMENT

1. Written application must be made for advancement to an interim step on the salary schedule. The deadline for submitting application in **September 1st**.
2. The Director of Human Resources or designee shall approve or disapprove all applications for advancement to an interim step on the salary schedule.

CREDIT DEFINED

All credit hours must be college or university credit and will be accounted for advancement in "semester" hour units. One quarter hour is required to obtain 2/3 of a semester hour.

COLLEGE CREDIT

Certificated personnel who acquire college or university courses for the purpose of advancement on the salary schedule will be responsible for submitting an official transcript, which shows satisfactory completion of courses taken. Transcripts may be submitted at any time; however, the deadline for submitting an application for advancement to an interim step on the salary schedule is **September 1** and the deadline for submitting official transcripts for the purpose of effecting a contract change during the current school year is **September 15**.

ADVANCEMENT BEYOND THE B. A. OR M. A. DEGREE

1. Idaho Code will dictate placement on the salary schedule.
2. The Master's Degree column is designated as an interim step on the salary schedule.

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3. Master's Degrees in an area for which there is Idaho State Professional Certification or endorsement will be counted for advance placement on the basic salary schedule.
4. To advance from the B.A. or the M.A. to an interim step beyond the designated degree, the teacher must have been awarded the degree upon which the interim step is based.
5. All credit hours claimed beyond the degree must have been earned after the degree was earned.
6. All credit hours must be verified by official transcripts. Transcripts must be filed with the Director of Personnel at the Education Center.
7. Credit hours must be from a college or university approved and accredited by the State Board of Education, or by correspondence study accredited and approved by the State Board of Education.
8. No credit will be acceptable which is a duplication of credit for courses previously taken.